

CITY OF RUTLAND  
CITY HALL, 1 STRONGS AVENUE  
POST OFFICE BOX 969  
RUTLAND, VERMONT 05702

INVITATION TO BID

Pursuant to Chapter 17 of the Revised Charter of the City of Rutland, Vermont sealed bids are requested for the following:

**VEHICLE SERVICE AND MAINTENANCE – July 1, 2024 to June 30, 2025**

Per attached Specifications and Stipulations

**BID DEADLINE: 4:00 p.m., Friday, June 7, 2024**

**BID OPENING: 3:00 p.m., Monday, June 10, 2024**

NOTE: IT IS A STRICT POLICY OF THIS OFFICE THAT BIDS RECEIVED LATER THAN THE TIME AND DATE SPECIFIED SHALL NOT BE OPENED.

Sealed Bids will be opened at a meeting of  
the Rutland City Board of Finance  
and read aloud.

Questions concerning bid specifications should be directed to: Ryan Brady, Staff Operations, Rutland City Police Department, 108 Wales Street, Rutland, Vermont 05701, (802) 770-5356.

BIDS MAY BE SUBMITTED ON-LINE AT [WWW.RUTLANDCITY.ORG](http://WWW.RUTLANDCITY.ORG), MAILED OR DELIVERED TO:

Sara Magro, Purchasing  
City Hall, 1 Strongs Avenue  
Post Office Box 969  
Rutland, Vermont 05702

City of Rutland, Vermont  
Bid Sheet

Item: Priority maintenance and service of police vehicles.

**BID PERIOD: July 1, 2024 through June 30, 2025**

SPECIFICATION: Priority repair and maintenance of police vehicles; 24-hour light maintenance service, major repair and regular maintenance service (list of current vehicles attached), 24-hour wrecker road service. Secure storage of vehicles during repair period. Statement of in-house repair capabilities is required. The police department may request a second opinion in major repairs.

**BID**

ITEM

1. Rate for labor \$ \_\_\_\_\_ per hour.
2. Discount on parts \_\_\_% based on what price list: \_\_\_\_\_.
3. Price for LOF (lube, oil, filter) change \$ \_\_\_\_\_.
4. Price for mounting & balancing tires \$ \_\_\_\_\_.
5. Price for rotating & balancing tires \$ \_\_\_\_\_.
6. Price for tire repair \$ \_\_\_\_\_.
7. Price for front brakes \$ \_\_\_\_\_, rear brakes \$ \_\_\_\_\_.
8. Price for front-end alignment \$ \_\_\_\_\_.
9. Price for headlight change \$ \_\_\_\_\_.
10. Wrecker service in city \$ \_\_\_\_\_, outside of city \$ \_\_\_\_\_.

NOTE: UNLESS YOU ARE ANSWERING QUESTIONS, SUBMITTING SUGGESTIONS, BROCHURES OR ALTERNATIVE BID ITEMS, ONLY THIS COMPLETED BID SHEET SHOULD BE RETURNED AS YOUR FORMAL BID.

The undersigned hereby states that s/he has read and understands the accompanying, "Invitation to BID," and "Bid Stipulations" stated, the Bid Specifications and Bid Sheet, and submits his/her quotation accordingly.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Printed or Typed Name and Title \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

## Vehicle List 2025

EQ	Year	Model
Patrol		
120 – K9	2020	Ford PIU
123	2023	Tahoe
218	2018	Ford PIS
222	2022	Ford PIU
323	2023	Tahoe
421	2021	Ford PIU
518	2018	Ford PIU
523	2023	Tahoe
620	2020	Ford PIU
623	2023	Tahoe
Other		
723	2023	Toyota RAV4
315	2015	Ford PIS
417	2017	Ford PIU
ACO	2015	Ford Transit
BCI		
117	2017	Ford PIU
913	2013	Chevy Malibu
816	2016	Chevy Malibu
915	2015	Ford Fusion
712	2012	Ford Fusion
924	2024	Chevy Equinox
824	2024	Chevy Equinox

Present Vehicle Roster subject to change.